

DEC 1962

MEMORANDUM FOR:



SUBJECT : 1962 Briefing Paper

1. Each year this Office is required to prepare a Briefing Paper covering the significant activities of the Office during the past year. This Briefing Paper is used by the ADI and other senior officials for various briefing purposes, including hearings before representatives of the Bureau of the Budget and members of the Appropriations Committee of the House of Representatives. The current Briefing Paper should describe developments and accomplishments during calendar year 1962 and, insofar as possible, should include reference to important new developments or activities anticipated for 1963.

2. It is requested that you revise that portion of the 1961 Briefing Paper pertaining to responsibilities in your area. The 1961 Briefing Paper should be followed with respect to format and where appropriate, identical wording may be used in the current presentation. As was the case in the 1961 Briefing Paper, activities and accomplishments described should be linked, insofar as possible, to important developments during the past year in your area of responsibility. A copy of the 1961 Briefing Paper is attached.

3. In addition to the basic narrative requested in Paragraph 2 above, addressees should provide supporting information as follows:

a. The Publications Staff is requested to compile and submit statistical information for Tab A, Table 1. Such information should be coordinated fully with the Areas and Staffs concerned.



~~SECRET~~

GROUP 1  
Excluded from automatic  
downgrading and  
declassification

~~SECRET~~

SUBJECT: 1962 Briefing Paper

25X1

f. Each addressee is requested to develop and submit current highlight statements or examples of important accomplishments during 1962. In general, these statements should be one or two paragraphs and not longer than one page in length.

The listing of 1962 Pleadits and the Highlight Statements (sub-paragraphs e and f above) are not included as an integral part of the ONS Briefing Paper. However, the Office has been requested to have this information readily available for use by the DE/I as necessary.

4. All statistics should cover calendar year 1962, and status reports should be as of 31 December 1962. The narrative material requested in Paragraphs 2 and 3 above should be double spaced, and all contributions to the 1962 Briefing Paper should be submitted in an original and one copy to the undersigned by e.o.b. 18 January 1963.

25X1A9A

Acting Chief, Admin. Staff, ONS

Enclosure:

1961 Briefing Paper

- 2 -

~~SECRET~~